



Town of Concord
Office of the Parking Clerk
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742-0535
Tel: (978) 318-3050
Fax: (978) 318-3093

PARKING TICKET APPEAL FORM

Date: _____

Name: _____

Address: _____

City/Town: _____ Zip: _____

Phone (home) _____ (work) _____

Ticket # _____ Issue Date: _____

Registration: _____

Vehicle Make: _____ Model Year: _____

I wish to appeal the ticket cited above for the following reasons: (use the back of form if necessary)

A parking ticket appeal must be requested in writing and received by the Town within 21 days of the ticket issuance.

This appeal will be reviewed by the Parking Officer and, if necessary, by the Hearing Officer. Your attendance is not required at these proceedings. Your written appeal and/or your appearance before the Hearing Officer will be the information used in the appeal process. You will be notified of the result in writing. **Please be advised that the decision rendered by the Hearing Officer is the final Town decision on this appeal.**

During your appeal, no further collection action will be taken on your ticket.

Hearings are held at 12:00 noon on the first Thursday of even-numbered months of the year (beginning in February). Hearings are held at the Town House, 22 Monument Square, 2nd floor Hearing Room.

Please return this completed form and your ticket to the above address.